

Minutes of Meeting

Date:	18/04/2018
Time:	11:30 AM
Location:	Faculty Meeting Room

Members Present		Members Absent	
i.	Dr S Bhattacharya- Director	i.	Dr K Nilakantan- Associate Dean (Research)
ii.	Dr S Senthil Kumar- Coordinator		
iii.	Prof S Banerjee	Guests Present	
iv.	Prof H Rajpal	i.	Prof. Anil Kumar (<i>Academic Office</i>)
v.	Gp. Capt. K. Nath (<i>Administration</i>)	ii.	Prof. Vinit Singh Chauhan – Students’ Affairs
vi.	Prof R Kamble	iii.	Prof. Jasbir Singh Matharu (<i>Alumni Affairs</i>)
vi i.	Mr. D.K.Sharma (<i>Administration</i>)	iv.	Prof. Pawan Jain (<i>Placement</i>)
		v.	Prof. B.B. Tripathi (<i>Examination</i>)

Meeting Agenda

Reviewing performance of the processes related to academics, placement and administration in order to identify the performance gaps and chalk-out strategies to address the same.

Points Discussed

The members and the guests reviewed performance of the processes for the period from Dec ‘17 to March ‘18.

Action Plan

After deliberation the committee decided to implement the following processes.

Student Affairs

Student affairs chairperson submitted a strategy paper aimed to motivate students to participate in student events organized by various institutes across the country. Pros and cons of allowing students to attend outside events were discussed. Based on the recommendation by the committee the process owner would prepare a policy note stipulating various conditions on allowing students to participate outside events for necessary approval.



Examination

Controller of Examination submitted a report on the KRAs. The proposed guidelines for conducting examination and designing question paper were also presented to the committee. The committee recommended certain changes in the proposed guidelines.

Placement

- a) Feedback from recruiters would be collected and disseminated in an organized way.
- b) Faculty members’ involvement in helping the students to face employment interview would be planned and executed.
- c) Suitable rules would be implemented to ensure students attend the mock GDs and quizzes on current affairs and procedures.
- d) Forum would be created to improve students’ public speaking skills.

Alumni Affairs

Alumni affairs chairperson submitted a report on the activities undertaken by the committee. The committee deliberated merits of the proposal submitted by Alumni Chairperson to strengthen alumni engagement with the institute. The methods included a) conducting alumni meets jointly with IMT, Ghaziabad, b) inviting star alumni for interaction in select cities.

Next Meeting					
Date:	24/04/2018	Time:	11:00AM	Location:	Faculty Meeting Room
Objective:	To discuss Administration, Academic office, Corporate Interaction, MDP, Research activities.				